



Institutional Refund Policy

AC/C TECH will pay a refund to students in the amount calculated under this policy, or as otherwise approved by the Indiana Commission On Proprietary Education. The refund will be made no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

1. A student is entitled to a full refund if one or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six days after signing.
 - b. The student does not meet the minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in written materials used by the institution.
 - d. If the student has not visited the institution prior to the enrollment, and, upon touring the facilities or attending the regularly scheduled orientation or classes, the student withdrew from the program within three days.
2. A student withdrawing from an instructional program, after starting the instructional program and attending one (1) week or less of the program, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from a program, after attending more than twenty five (25%) of the program but equal to or less than fifty percent (50%) of the program duration, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from a program, after attending more than fifty percent (50%) of the program but equal to or less than sixty percent (60%) of the program duration, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from a program, after attending more than sixty percent (60%) of the program duration, is not entitled to a refund.

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